



Office of Review and Compliance
State Enforcement and Investigation Division

SAMPLE LETTER

XXXXXXXX XX, 2008

XXXXXXXXXXXX, LEA Director
XXXXXXXXXXXX School
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Washington, DC 20009

Dear XXXXXXXX:

This letter is to inform you that the State has not received the appropriate documentation to address the noncompliance identified in your Corrective Action Plan (CAP). This has placed you in the Step Three level of the sanction enforcement process.

You are now in jeopardy of one of the following:

Removal of students
Funds being revoked
Revocation of charter

The State may mandate your participation in the following as a result of not addressing the noncompliant items identified in your CAP:

Technical assistance in the form of an official reprimand
Mandatory participation in State conducted work sessions

As stated in earlier correspondence, it is the expectation that the areas of noncompliance are corrected within a year of identification. To date, you have not complied with this expectation. Thus, it is imperative that you take the necessary action to ensure your compliance.

Sincerely,

Deborah Gist
XXXXXXXXXXXX

Cc: XXXXXXXXXXXXXXXXXXXXXXXX